



## THE CITY OF SAN DIEGO **MANAGER'S REPORT**

DATE ISSUED: June 8, 2001 REPORT NO. 01-125

ATTENTION: Land Use and Housing Committee  
Agenda of June 13, 2001

SUBJECT: Item 1 - Status Report and Action Plan for Technical Advisory Committee

REFERENCE: Manager's Report 00-243, dated November 8, 2000  
Manager's Report 00-162, dated August 3, 2000  
Manager's Report 00-50, dated March 10, 2000

### SUMMARY

THIS IS AN INFORMATION ITEM ONLY. NO ACTION IS REQUIRED ON THE PART OF THE COMMITTEE OR THE CITY COUNCIL.

### BACKGROUND

On March 15, 2000, the Land Use and Housing Committee approved the appointment of a revised Technical Advisory Committee (TAC) to investigate options to improve the performance and customer service in the land and building development review process. This committee convened in June 2000 and has since worked diligently to identify an action plan to improve the permitting process. In August 2000, the committee presented action plan recommendations for implementation by Planning and Development Review. In November 2000, this committee agreed to meet quarterly for action plan updates on medium and long range goals. During the first quarterly meeting in March 2001, the committee reviewed and provided staff direction on medium and long range action plan recommendations (Attachment A) for Development Services.

### DISCUSSION

The TAC has continued to meet as four subcommittees to deal with specific options and recommendations to improve permit processing. Several short and medium term items have been completed, with the remainder of long term (greater than nine months) items to be included in the department's work plan for implementation.

**E-Permitting** - This subcommittee has identified action items which fall into the medium and long term category of projects related to the following goals:

- Improve the design, functionality, and content of the existing website
- Provide on-line project information
- Provide on-line project services such as no plan permits and electronic plan checking

The completion and implementation of the department's new automated project tracking system in mid-2001 will provide several opportunities to begin to using the City's website for E-Government type transactions and provide more project information on-line. The Department has reviewed and is moving forward with the recommendation from a consultant to redesign and implement improvements to the City's website for customers of the development process (Attachment B). The subcommittee has also begun testing an electronic plan check program which can be implemented with existing equipment and Internet access. One of the completed tasks include online access to Chapter 11 of the Municipal Code (Attachment C) for Land Development Procedures.

**Plan Submittal Templates** - Development Services is currently drafting a Template Quick Check Program (Attachment D) which provides incentives (in the form of reduced plan check turnaround times) for applicants who use the standardized templates, which are an integral part of the Template Quick Check Program. Customers have the option of downloading the templates from Development Services' website or obtaining printed copies at our information counter. The Template Quick Check Program will allow a greater number of applicants to qualify for Over-The-Counter (OTC) plan check appointments, thus greatly reducing their plan review time.

**Self Certification** - The Department has implemented self-certification for the Master Plan Program, minor civil engineering permits and landscape plan check; these projects will be subject to final approval in the inspection process. These programs will save both time and cost in the plan check process and place greater responsibility for compliance with the respective code on the design professional. Further review of other disciplines for self-certification is underway.

Development Services recommends the creation of a permanent Advisory Committee to replace the Technical Advisory Committee (TAC). The Advisory Committee would include currently active TAC members and other members comprised primarily of industry and real estate professionals with technical expertise in housing and development. The addition of Community Planning Committee Members will bring Community Planning Group issues to the Department. One member of each of the following organizations is recommended as a representative, with an additional two at large members to be added at the direction of LU&H:

American Institute of Architects	Economic Development Corporation
American Society of Landscape Architects	Permit Consultants Group
American General Contractors	San Diego Apartment Association
Building Industry Association	San Diego Association of Realtors
Civil Engineers and Land Surveyors of California	Community Planning Committee Members

Members at Large- Two Members

At the direction of LU&H, this might include representatives from community, environmental, religious, or social/welfare organizations who are stakeholders in the development process.

The Advisory Committee would meet and provide updates twice a year to the Land Use and Housing Committee. In order to maintain the momentum and success begun by this effort, the TAC recommends a status report of the implementation efforts be brought back to LU&H in six months.

Respectfully submitted,

---

Tina P. Christiansen, A.I.A.  
Development Services Director

---

Approved: George I. Loveland  
Senior Deputy City Manager

CHRISTIANSEN/JLM

Note: The attachments are not available in electronic format. A copy is available for review in the Office of the City Clerk.

Attachment: A. Land Use & Housing Technical Advisory Committee  
Subcommittee Action Plan Recommendations  
B. Consultant's Website Recommendation to Development Services  
C. Development Services Municipal Code Webpage  
D. Template Quick Check Program